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## Instructions for Immigrant Visa Applicants Applying at US Embassy Paris

Congratulations! An appointment has been scheduled for you to appear for a visa interview before a U.S. consular officer at the US Embassy in Paris on the date specified in the enclosed letter. Please read this information carefully, it contains information vital to the issuance of your Immigrant Visa and each applicant is responsible for knowing its contents. This information and more can also be found on our website at [www.france.usembassy.gov](http://www.france.usembassy.gov). If you cannot keep your appointment, please email us immediately at [ParisConIV@state.gov](mailto:ParisConIV@state.gov).

**What to bring: Please bring originals and copies of all documents applicable to your case on the day of your interview, even if you have already submitted them to NVC and/or USCIS. Your application will be refused as incomplete if you fail to bring all required documentation.**

While we have tried to make the list of documents here as comprehensive as possible, the consular officer at your interview may ask for additional documents as necessary to establish eligibility for the class of visa you are applying for.

**The following items are required for each visa applicant (including every family member that intends to immigrate with the principle applicant):**

- ❑ **Form DS-260** Online Immigrant Visa Application at [http://www.travel.state.gov/visa/immigrants/info/info\\_5164.html](http://www.travel.state.gov/visa/immigrants/info/info_5164.html) for each visa applicant.
- ❑ **Passport** in good condition and undamaged bio page/ photo valid for six months beyond your intended date of entry into the USA.
- ❑ **Two unretouched 2 X 2 color photographs on a white background.** Please see [http://travel.state.gov/visa/visaphotoreq/visaphotoreq\\_5334.html](http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html) for photo requirements.
- ❑ **The most updated original or certified birth certificate available** for each applicant from the country the applicant was born in. For those born in France, this means a "Copie Integrale de l'Acte de Naissance." Please see <http://travel.state.gov> "[reciprocity by country](#)" for birth certificates from other countries. Note, the family book (livret de famille) does not satisfy this requirement. Some applicants with French Nationality may be requested to submit French birth certificates even if they were born outside of France.
- ❑ **Police certificate(s)** for each applicant aged 16 years and over, including France (Casier Judiciaire) and/or Portugal and any country where an applicant has lived for more than twelve months after the age of 16. Please see <http://travel.state.gov> "[reciprocity by](#)

[country](#)" for instructions on how to obtain police certificates for each country. All police certificates must cover the entire period of the applicant's residence in that area. *Police certificates for the current country of residence must be less than one year old.*

- ❑ **Any and all court and prison records** Applicants convicted of a crime must submit a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency. Court records should include complete information regarding the circumstance surrounding the crime for which the applicant was convicted, and the disposition of the case, including sentence or other penalty or fine imposed.
- ❑ **Deportation papers:** Applicants previously deported or ordered removed from the United States must provide copies of their deportation hearing records and judgments.
- ❑ **Military records:** Persons who have served in the military forces of any country must provide an original copy of their military record. If exempted from military service, the applicant should also provide an original copy of the exemption record.
- ❑ **Marriage certificate:** Married applicants must submit an original marriage certificate (Copie Integrale de l'Acte de Mariage in France) or a certified copy bearing the appropriate seal or stamp of the issuing authority. Marriage records listed in family books (*livret de famille*) are not accepted. In some cases, the consular officer may request a marriage certificate issued within the last three months.
- ❑ **Divorce judgments:** Applicants who have been previously married must submit evidence of the termination of *each* previous marriage. Evidence must be in the form of original or certified copy of the divorce decree obtained from the adjudicating authority, bearing the appropriate seal or stamp. Original or certified copies of a death certificate or annulments are also acceptable if applicable.
- ❑ **Unopened medical exam results:** All intending immigrants, regardless of age, are required to undergo a medical examination. Instructions on how to schedule your medical exam with an approved physician for France and/or Portugal are at [http://travel.state.gov/visa/immigrants/info/info\\_3739.html](http://travel.state.gov/visa/immigrants/info/info_3739.html) Note: Your medical exam results will be given to you in a sealed envelope. You will present the sealed exam results to the consular officer on the day of your interview. Opened medical exam results are considered invalidated and a new exam will be required at your expense. Exam results expire after six months. Medical exams from a doctor other than a designated panel physician will not be accepted.
- ❑ **"Chronopost" envelope** 2 Kg format 25x36cm OR 1kg format 28x36cm with completed return delivery address. Portuguese applicants must purchase the UNION EUROPEENNE from Chronopost for international delivery. Chronopost envelopes are available from most French post offices: La Poste. Applicants can estimate they will need 1kg per applicant. 500 gram Chronopost envelopes are NOT sufficient. Visas are not available for pickup on the day of the interview.

**In addition to what is required for each visa applicant, the following items are also required for all visa types, *except employment-based visas*:**

- ❑ **Form I-864, Affidavit of Support** Your petitioning relative in the United States must complete Form I-864, Affidavit of Support (and, if applicable, form I-864A, Contract Between Sponsor and Household Member) on your behalf and provide supporting evidence proving that you and members of your family who immigrate to the U.S. are not likely to become public charges in the United States.

Form I-864 can be downloaded online at [www.uscis.gov "I-864"](http://www.uscis.gov/I-864) and [www.uscis.gov "I-864A"](http://www.uscis.gov/I-864A).

- ❑ **Original documents that establish a relationship between the petitioner and the beneficiary.** This includes, but is not limited to plane tickets, photos and correspondence in the form of letters or emails.

***In addition to what is required for each visa applicant, the following item is required for employment based visas:***

- ❑ **A recently dated contract or letter from the prospective employer** confirming continued employment and the essential elements of the job offer including pay rate and hours. Original diplomas will be required on appointment day.

### **Important Information for all Applicants**

All documents not in English, French, or Portuguese must be accompanied by a certified translation into the English language. Translations must be certified by a competent translator and sworn by a Notary Public.

If you wish to retain an original document, you may submit a photocopy in its place. However, you must bring the original document to the interview for inspection by the consular officer. You are strongly urged to keep a duplicate copy of all documents submitted in connection with your visa application.

Visas are generally delivered within 7 to 10 days after the interview or after submission of all follow-up documentation that proves to the satisfaction of the consular officer that you qualify for your category of visa. Once issued, the visa is valid for six months and cannot be extended.

No assurance can be given in advance that a visa will be issued. A consular officer decision can only be made following the applicant's formal application, personal interview, and a review of the requested documents. Only the interviewing consular officer can make a determination in your case.

You are advised **NOT** to make any travel arrangements for departure nor to dispose of personal property or resign employment until the visa you have the visa in hand. An immigrant visa is usually valid for a maximum of six months from the date of issuance. You must travel and make a first application for admission to the United States using your immigrant visa within that 6-month period.

If you have reason to believe that your visa will be refused due to an ineligibility, you may want to familiarize yourself with the I-601 waiver request process that can be found at [www.uscis.gov](http://www.uscis.gov) I-601 “waiver,” however, you should apply for the waiver only after you have been interviewed and the officer tells you that you have been refused. Applicants should not plan to travel to the United States while a waiver request is pending with USCIS.

**Section 203(g) of the Immigration and Nationality Act requires that an intending immigrant pursue his or her visa application within one year from the date he or she is informed that it is possible to do so. This is our notice to you that is now possible for you to pursue your application for a visa. If you fail to do so within one year from the date of the attached letter, your application and any visa petition approved for you will be cancelled.**